

# Welcome to



781 'Calgary' Squadron  
Royal Canadian Air Cadets

New Cadet and Parent/Guardian  
Information Package  
2016-2017

This information package and all of the attached materials are extremely important. Be sure to read everything very carefully and keep it for future reference.

This package will provide you with some general information about the Air Cadet program and specifically about 781 'Calgary' Squadron. We are sure that you will find the Air Cadet program has much to offer you, and having become a member of 781 Squadron, we know you will enjoy many fulfilling experiences with the greatest youth organization available to young Canadians. If you do not find the answers to your questions in this package, please contact the Squadron or the Parents Association of 781 Squadron (phone numbers appear later in this package).

## **History**

The Air Cadet League of Canada is a national charitable, non-profit organization that was formed in April 1941 with the idea to create "a select corps of teen-aged youths who would devote some of their spare time to preparing for the day when they would take their places as aircrew in the ranks of the RCAF." (from the Air Cadet League of Canada website, August 27<sup>th</sup>, 2006). After World War II, the League continued to provide aviation training and citizenship activities for Canada's youth in partnership with the Royal Canadian Air Force (1941-1968) and later with the Department of National Defence (1968 – present). In July 1975, participation by girls in the cadet movement was approved by Parliament and female cadets now account for about 30% of the total air cadet enrolment across Canada. For more information about the League, please see their website at [www.aircadetleague.com](http://www.aircadetleague.com).

## **Aims of the Air Cadet Program**

The aims of the Air Cadet program are:

- To develop in youth the attributes of good citizenship and leadership;
- To promote physical fitness; and
- To stimulate an interest in the air element of the Canadian Armed Forces.

The motto for the Air Cadet program is: To Learn – To Serve - To Advance

## **781 'Calgary' Squadron**

781 'Calgary' Squadron was formed on March 6<sup>th</sup>, 1969. Since then, many young people have been trained to become better individuals and have enjoyed the many benefits associated with being a part of our dynamic team of dedicated Air Cadets.

Air Cadets has proven to be a very valuable program for many young Canadians. The skills that are learned in the program are some of the essential ones used throughout life. The Air Cadet organization prides itself on its ability to train young people to accept responsibility as they develop leadership skills in the various tasks that they perform. Opportunities open to Air Cadets are numerous. Few organizations offer training to their members as extensive as that offered to Air Cadets. The chance to become a pilot, learn about airport operations, train as a leader, develop as a musician, learn valuable bush survival skills, or travel to foreign countries – these are only a sampling of the opportunities. It is up to the cadet to choose which programs will be pursued, and a cadet's career will develop around individual interests. In short, the Air Cadet movement has a lot to offer those who are ready to dedicate themselves to gaining the valuable experiences offered in the many programs.

781 Squadron is dedicated to the development of its cadets. In the past, we have proven ourselves as a very successful squadron. Above all, our cadets become very proud of their involvement in the squadron and enjoy the feeling of success after a lot of hard work, dedication, and determination. Our belief in the abilities of our cadets is evident in their involvement in the operation of the squadron. We provide a balanced training program for our cadets, allowing plenty of room to develop personal strengths within a team environment. 781 'Calgary' Squadron has something to offer everyone, so we welcome you to COME FLY WITH US!!!

## **Administration / Operation of the Squadron**

Highly qualified officers of the Cadet Instructors Cadre (CIC) staff 781 Squadron and several dedicated Civilian Instructors. The Commanding Officer (CO) leads this group of specially trained men and women as they perform the administrative, support and training tasks needed to help the cadets of 781 Squadron successfully complete all of the year's training objectives and activities. To this end, the squadron is organized into 3 main departments: Administration, Training and Supply, each led by a CIC officer or dedicated Civilian Instructor. Other officers and civilian instructors have additional responsibilities such as Band Officer or Range Officer.

**Administration:** The Administration department is responsible for all of the paperwork relating to cadet records including enrolment, attendance, promotions, summer camps, awards, etc. They also handle all of the correspondence and critical files maintained by the squadron. This is where you go for information about joining or leaving the squadron. If you have moved, be sure to let the Administration Officer know your new address, phone number and e-mail address so we can contact you! Each September when regular training parades begin, you will be asked to check and update your contact information and medical information if anything has changed. Also, a camp contact officer is appointed each year to oversee the summer camp process and to work closely with the Administration Officer to make sure that all of the applications are complete, accurate and submitted on time, and that the cadets receive and understand all of their summer camp travel information.

**Training:** The Training department is responsible for delivering the entire training program each year, including all of the mandatory, support and optional training for all cadet levels. The Training Officer coordinates more than 15 instructors, including officers, civilian instructors and senior cadets, as they teach everything from basic drill, range safety and uniform care to principles of flight, meteorology and leadership. This is the group that arranges field training exercises, coordinates the squadron's participation in the Duke of Edinburgh Award program, and makes sure the maximum number of cadets get to go on familiarization flights (power) and gliding each year. They also arrange all of the special training events like roller-skating nights, sports activities, effective speaking, and physical fitness testing.

**Supply:** The Supply department is where you go for all of your uniform needs. Throughout your cadet career, you will be in and out of Supply every time you outgrow your boots, wear out your grey wool socks, or when you find your pants or tunic sleeves are just way too short – again! If you damage or lose any part of your uniform, this is where you go to immediately report the problem and request replacement of the pieces you need. The Supply Officer also makes sure there are plenty of rank insignia (badges) on hand whenever promotions take place! And when you turn 19 and have to leave the cadet program, or whenever you decide to leave the squadron, this is where you go to return your uniform.

## **Weekly Squadron Training (Mandatory Training)**

781 Squadron parades (meets) on Wednesday nights, September through June, from 1830 Hrs (6:30 PM) to 2130 hrs (9:30 PM). Weekly parades are mandatory for all cadets. If cadets cannot attend a parade night or special activity, it is imperative that they (**the cadet, not their parents**) call the squadron office telephone (403-289-1617, 24 hours) and leave a message indicating their name, rank, what flight they are in, and the reason for not attending before the evening training commences. This assists squadron staff in maintaining accurate records for excused absences.

During weekly training, the cadets participate in a variety of activities. As a cadet progresses through the program, new and different classes are introduced – such as leadership and instructional techniques – to help the cadet develop the various skills necessary to advance through the Air Cadet program. All classes are designed to enhance a cadet's knowledge in accordance with the aims of the Air Cadet program.

## **Mandatory Support and Optional Training**

In addition to weekly training, 781 Squadron offers a number of mandatory support and optional training activities to further a cadet's skill development and interests. These activities take place on weeknights or weekends, depending on the type of activity. Most of these activities are optional to cadets who wish to participate in them. However, some are requirements in order for a cadet to move on to the next level of training (see section titled "Air Cadet Mandatory Level Training Program" on page 9). Support/Optional training activities may include:

- Bush survival training
- Familiarization flying
- First aid training
- Range
- Gliding
- Ground School
- Compulsory & Precision drill team
- Band (military brass & reed)
- Band (pipes & drums)
- Citizenship tours & activities
- Effective Speaking
- Orienteering

## **Summer Camps**

A number of summer camps are available to eligible cadets. Each squadron is allotted a limited number of positions in the various camps. Decisions on which cadets are to attend summer camps are based on the cadet's efforts and attendance during the training year. A cadet must be enrolled in the squadron by December 31<sup>st</sup> to be eligible for a summer camp. Living and transportation expenses to and from summer camp are paid for the cadets by DND.

The current categories and summer camps offered to Air Cadets are:

<b>Category</b>	<b>Camp Name</b>	<b>Duration</b>
<b>General</b>	General Training	2 Weeks
<b>Leadership</b>	Basic Leadership	3 Weeks
<b>Leadership</b>	Leadership and Ceremonial Instructor	6 Weeks
<b>Sports/Fitness</b>	Basic Sports	3 Weeks
<b>Sports/Fitness</b>	Fitness and Sports Instructor	6 Weeks
<b>Survival/Camping</b>	Basic Survival	3 Weeks
<b>Survival/Camping</b>	Survival Instructor	6 Weeks
<b>Marksmanship</b>	Air Rifle Marksmanship	6 Weeks
<b>Music</b>	Military Band – Basic Musician	3 Weeks
<b>Music</b>	Military Band – Intermediate Musician	6 Weeks
<b>Music</b>	Music Course - Levels 4 and 5	6 Weeks
<b>Music</b>	Pipes and Drums – Basic Musician	3 Weeks
<b>Music</b>	Pipes and Drums – Intermediate Musician	6 Weeks
<b>Music</b>	Pipes and Drums – Levels 4 and 5	6 Weeks
<b>Aviation</b>	Basic Aviation	3 Weeks
<b>Aviation</b>	Basic Aviation Technology and Aerospace	3 Weeks
<b>Aviation</b>	Advanced Aviation	3 Weeks

Unfortunately, not all cadets can attend summer camps, but it is an excellent opportunity for those who do apply and are selected. It is important to remember that attendance at summer camps is a privilege that must be earned through hard work and dedication throughout the training year.

In addition to summer camps, a number of advanced training (scholarship) courses are available to Air Cadets. The Air Cadet League assists with the selection of qualified cadets through a thorough application and interview process. The most deserving cadets are privileged to attend these courses.

The current advanced training (Scholarship) courses are:

<b>Category</b>	<b>Camp Name</b>	<b>Duration</b>
<b>Aviation</b>	Glider Pilot	6 Weeks
<b>Aviation</b>	Power Pilot (Private Pilot Flying Training)	7 Weeks
<b>Aviation</b>	Advanced Aerospace	6 Weeks
<b>Technical</b>	Advanced Aviation Technology Course – Airport Operations	6 Weeks
<b>Technical</b>	Advanced Aviation Technology Course – Aircraft Maintenance	6 Weeks
<b>Exchange</b>	International Air Cadet Exchange (Australia, Belgium, France, Hong Kong, Netherlands, New Zealand, Singapore, Sweden, Turkey, U.K, or U.S.A.)	2 - 3 Weeks

Senior cadets can also apply for on-the-job training as a staff cadet at a summer training centre. They may be involved directly in training junior cadets or in a training support role. These cadets are paid a daily rate.

### **Supervising Air Cadets**

Officers and civilian instructors who work with the squadron on a spare-time basis supervise air Cadets during all training exercises. The officers are members of a branch of the Canadian Forces Reserve known as the Cadet Instructor Cadre (CIC). Civilian Instructors who have special knowledge or skills that help enhance the cadet-training program help them. Many of the officers and civilian instructors are former cadets themselves; others are individuals who have become interested in the Air Cadet program for various reasons.

### **The Role of Senior Cadets at 781 Squadron**

In meeting the aims of the Air Cadet program, 781 Squadron believes that well-trained cadets are able to accept many of the various responsibilities within the squadron. As our cadets progress, they learn many valuable life skills such as leadership, communication, self-discipline, organization, and teamwork. These skills enable them to become directly involved in the weekly operation of the squadron. Senior cadets instruct classes, supervise cadets, conduct parades, and organize support-training activities, along with many other important tasks. Under the supervision of the officers and civilian instructors, the senior cadets play an integral role in the operation of the squadron.

### **Squadron Funding**

Although there are no fees involved in becoming an Air Cadet, it is important to realize that the squadron must raise money in order to operate. 781 Squadron has a Squadron Sponsoring Committee (SSC) also called Parents Association that is responsible for providing much of the funding necessary for the squadron’s activities. The SSC organizes various fundraising activities throughout the year and cadets are expected to participate in these events. Parents/Guardians are also expected to get involved and help out

where needed. Additional information about the SSC and how parents/guardians can help the squadron is located in the SSC Parent/Guardian Information Package. Just as the cadets “pay” for their cadet experience with a commitment to the program and to do their best, parents “pay” for their cadets to attend with their commitment to help the squadron operate. 781 is also looking for direct monetary donations; all donations will receive tax receipts.

### **Online Information**

There are a lot of websites with information about cadets in general and air cadets in particular. Here are a few to get you started:

- Official national website of the Canadian Cadet Organizations: [www.cadets.ca](http://www.cadets.ca)
- Website for 781 Squadron: [www.781aircadets.ca](http://www.781aircadets.ca)
- Forum of 781 Squadron: [www.781aircadets.ca/forum2/](http://www.781aircadets.ca/forum2/)
- 781 Facebook: [www.facebook.com/781RCACS](http://www.facebook.com/781RCACS)
- Official website for the Air Cadet League of Canada: [www.aircadetleague.com](http://www.aircadetleague.com)
- Official website for the Alberta Provincial Committee Air Cadet League of Canada: [www.aircadetleague.ab.ca/](http://www.aircadetleague.ab.ca/)
- Subscribe to the squadron email list by sending email to: [781aircadets+subscribe@googlegroups.com](mailto:781aircadets+subscribe@googlegroups.com)

### **Answers to Some Commonly Asked Questions About Air Cadets**

- ***What are the requirements to join Air Cadets?***

You must have reached your 12<sup>th</sup> birthday, but not be older than 18 in order to become an Air Cadet. You must also be a Canadian Citizen or landed immigrant. You will be required to fill out some paperwork, which must be signed by your parents/guardian, and we will need your Alberta Health Care number and a photocopy of your birth certificate.

- ***What forms do I have to fill out when I join?***

For new cadets, we need to make a photocopy of your birth certificate (passport or permanent resident card) and Alberta Health Card, and you need to fill out several forms.

- ***How long must I stay in Air Cadets once I join?***

A cadet is free to leave the Air Cadet program at any time; however, you are encouraged to try the program for at least three months before you make your decision. The Air Cadet program is probably different than anything you've done before, and while many cadets feel quite comfortable with things right from the beginning, others take a few weeks or months to get a true feeling of everything. Once you've been involved for a few months, get used to the program, and make a few friends, we're sure you will find that you really enjoy being an Air Cadet. We will teach you everything you need to know as an Air Cadet, but just to give you an idea of what will be expected, we will explain some of the requirements of an Air Cadet. You must learn to care for your uniform, pressing it and polishing your boots; you must learn to act maturely and responsibly; you must attend weekly parades regularly and inform the squadron when you will not be able to attend the parades; and you must be willing to work and learn in a team environment, accepting challenges and learning from mistakes. This may seem like a lot, but we're always here to help and you will have plenty of time to learn these important skills.

- ***Do I have to join the Canadian Forces after I'm done cadets?***

No. There is absolutely no obligation to serve in the Canadian Forces. Some Air Cadets do choose to join the Canadian Forces and their cadet training does help them, but it is strictly their choice.

- ***Do I have to buy my uniform or any special equipment?***

You are issued a uniform on loan from the Department of National Defence. You do not have to pay for it; however, it is your responsibility to care for it and return it once you leave the squadron. As a new cadet, you will be provided a free name tag, additional name tag can be purchased at the canteen. As far as special equipment goes, you will need to purchase shoe polish for your boots, and possibly some equipment and clothing for weekend exercises (campouts) if you don't already have it. The equipment you need includes warm civilian clothing, boots, dishes and utensils, and a sleeping bag.

- ***Are there any other costs in being an Air Cadet?***

If you are a male, you may need a haircut more often than before! The squadron also has a kit shop, and there is a canteen at break each week that sells drinks and healthy snacks. We *may* also order squadron jackets or yearbooks for those cadets who are interested. It is up to you if you want to purchase any of these items. Periodically, different squadrons hold dances, and you would have to pay your own admission (usually about \$5 - \$10) if you want to attend. If the squadron goes on a tour out of the city or province, you would have to provide your own spending money – how much is up to you and your parents.

- ***Do I have to do lots of marching?***

Lots of new cadets worry about this. Marching and drill is definitely a part of a cadet's training because it helps develop teamwork and discipline. But it is only one part. There are plenty of other courses that you will be taking. Many cadets find that they actually enjoy doing drill once they learn more about it.

- ***How often can I go flying?***

Generally, our squadron goes gliding twice a year. We also have powered familiarization flying for each level throughout the training year. This activity depends heavily on successful fundraising, as it is very expensive, and, of course, the weather.

- ***How often do we go camping?***

We try to organize two or three weekend bush survival courses per training year. These courses are open to all cadets to attend.

- ***When can I start participating in the squadron's activities?***

Once your paperwork is completed, you can participate in all the activities offered to your level of training. Your paperwork, however, is not complete until your parents/guardian(s) have signed the permission forms and we have your Alberta Health Care number and a photocopy of your birth certificate.

- ***How do I find out about the activities that are available to me?***

At the end of every parade night, the announcements are read. It is very important that you listen to these, as they will provide you with all the information about upcoming events. You can also find out about the activities on the bulletin board or on the squadron forum, which you can find at [www.781aircadets.ca/forum2](http://www.781aircadets.ca/forum2). Parents/Guardians are welcome and encouraged to come in for closing parade each night so that you too can hear the announcements, read the bulletin board, and keep up on what's happening. Parents/Guardians are strongly encouraged to attend Parent Sponsoring Committee meetings around 7:30 p.m. after the CO's Parade on the first Wednesday of each month to find out more about the activities in which their cadet is involved.

- ***How do I become involved in these activities?***

For every activity, we have a sign-up sheet for cadets who are interested in attending. If you want to attend an activity, you must put your name on the sign-up sheet. It is important that you sign up because we base our quotas for food, accommodation, and transportation on this sign-up. Also, if you can't make it to an activity, you should either take your name off of the sign-up list or call the squadron headquarters at 403-289-1617 to cancel, as there is probably a waiting list of other cadets who would like to go if you cannot.

- ***What if I can't make it to a parade?***

You can be excused from a parade by phoning the squadron headquarters and leaving a message on the answering machine at 403-289-1617, before the start of the parade night at 1830 hrs. Being absent with excuse will not harm your attendance record, however, unexcused absences will. It should be noted that any absences, excused or not, will have an effect on your training as you will be missing classes, so you should make every effort to make it to parade.

- ***Who do I talk to if I have a question or a problem?***

Every new cadet is assigned a corporal who is responsible for that cadet. Your corporal should be able to answer your questions or find the answers to your questions. This person will be a big help to you in becoming familiar with the squadron. If your corporal can't answer your question, he/she will ask the next highest cadet in the chain of command. This way, cadets can feel comfortable talking to other cadets that are approximately the same age. Uniformed officers and civilian instructors are also available at all times to help cadets with any problems.

## **Air Cadet Training**

During the training year, the young men and women who are members of the squadron participate in both theoretical and practical classes. Some of these classes include:

**Community Service:** To encourage cadets to become more active in their communities through participation in a community service activity as a member of a group. Contributes directly to the achievement of the program aim of developing the attributes of good citizenship, and the participant outcome of proactive citizenship.

**Leadership:** To train cadets to embrace the role of a follower while participating in activities as a member of a team. Contributes directly to the achievement of the program aim of developing the attributes of leadership and the participant outcome of social competence.

**Personal Fitness and Healthy Living:** To encourage cadets to set and pursue personal goals that contribute to active living. Contributes directly to the achievement of the program aim of promoting physical fitness, and the participant outcome of physical well-being.

**Recreational Sports:** To encourage cadets to actively participate in recreational sport activities and contribute directly to the achievement of the program aim of promoting physical fitness and the participant outcome of physical well-being.

**Air Rifle Marksmanship:** To familiarize the cadet with range operations and the firing of the cadet air rifle. Contributes indirectly to the achievement of the program aim of developing the attributes of good citizenship and leadership through the use of competitive shooting as a network for the development of self-discipline and teamwork. It also contributes indirectly to the participant outcome of emotional and physical well-being through building of self-esteem and promotion of an active lifestyle.

**General Cadet Knowledge:** To provide cadets with information on the opportunities inherent in the Air Cadet Program, and provide them the basic skills to allow the cadet to integrate comfortably as members of the squadron. Contributes directly to the achievement of the program aim of stimulating an interest in the air activities of the CF and the participant outcome of understanding the CF.



**Drill:** Teaches new cadets the skills required to competently participate in an ACR parade and the participant the outcome of social competence through participation in a team activity.

**CF Familiarization:** Introduces the cadets to CF history and traditions.

**Canadian Aviation, Aerospace and Aerodrome Operations Community Familiarization:** Gives the cadets an opportunity to participate in activities within the subject communities. Achievement of the participant outcomes of social competence, cognitive competence, and proactive citizenship.

**Radio Communication:** Shows the cadets how to communicate effectively in the field and while participating in familiarization flights using the phonetic alphabet.

**Aviation Activities:** Introduces the cadets to aircraft and their components and aviation history.

**Aerospace Activities:** Introduces the cadets to notions of aerospace. Contributes to the achievement of the participant outcomes of social competence, cognitive competence, and proactive citizenship.

**Aerodrome Operations Activities:** Introduces the cadets to ground-based aviation opportunities and augment the cadet's knowledge of the operations necessary at most aerodromes and to further stimulate an interest in ground-based aviation opportunities.

**Aircrew Survival:** Trains the cadets how to successfully sleep out-of-doors in a supervised simulated aircrew survival group activity. Proficiency Level Two aircrew survival is to further develop the cadet's survival skills.

**Biathlon:** Provides the cadet with an opportunity to enhance individual marksmanship skills and personal fitness while introducing cadets to the sport of biathlon.

**Aviation History:** Engages the cadet in specific aspects of the history of aviation in Canada.

**Principles of Flight:** Teaches the cadets the rudiments of how aircraft fly.

**Propulsion:** Introduces the cadet to propulsion systems used in aviation.

**Aerospace:** Augments the cadet's notions of aerospace.

**Aircraft Manufacturing and Maintenance:** Introduces the cadet to specialized aspects of the aviation industry.

**All cadet squadrons are also required to complete the Positive Social Relationships For Youth Training (PSRYT) Program.**

## Air Cadet Mandatory Level Training Program

Each cadet must successfully complete all weekly training and mandatory support training in each level in order to move into the next level. It is the cadet's responsibility to ensure that all aspects of the training are complete. Examples of topics included in the first three levels of cadet training are below.

### LEVEL ONE:

Weekly Training	Support Training
Citizenship Community Service Leadership Personal Fitness and Healthy Living Recreational Sports Air Rifle Marksmanship General Cadet Knowledge Drill CF Familiarization Canadian Aviation, Aerospace and Aerodrome Operations Community Familiarization Radio Communication Aviation Activities Aerospace Activities Aerodrome Operations Activities Aircrew Survival	Physical Fitness Activity Gliding or Familiarization Flying Weekend Field Training Exercise Range Practice Annual Inspection

### LEVEL TWO:

Weekly Training	Support Training
Citizenship Community Service Leadership Personal Fitness and Healthy Living Recreational Sports Air Rifle Marksmanship General Cadet Knowledge Drill Biathlon Aviation History Principles of Flight Propulsion Aerospace Aerodrome Operations Aircraft Manufacturing and Maintenance Aircrew Survival	Citizenship Activity Physical Fitness Activity Weekend Field Training Exercise Annual Inspection Gliding or Familiarization Flying

**LEVEL THREE:**

Weekly Training	Support Training
Drill Drill Instruction General Cadet Knowledge Citizenship Physical Fitness Sensible Living Leadership Instructional Techniques Propulsion Navigation Radio Communications Aircrew Survival	Citizenship Activity Physical Fitness Activity Gliding or Familiarization Flying Weekend Field Training Exercise Annual Inspection

